

Internal/External Posting
STATE OF MONTANA JOB VACANCY

Montana State Prison
An Equal Opportunity Employer

July 25, 2006

Job Title:	Administrative Assistant	Position No.:	22270
Division:	Montana State Prison	Pay Band:	3
Location:	Deer Lodge	Bargaining Unit:	FMSPE
Status:	Permanent	Supplement:	Authorization to Release Information
Salary:	\$10.27 – \$12.83	Shift:	To be determined

Application Deadline: Applications may be returned to any local Job Service Office or Montana State Prison by email, fax or hard copy.

Human Resources
600 Conley Lake Road
Deer Lodge, MT 59722

fax to (406)846-2950 **email to** kbruner@mt.gov

No later than 5:00 p.m., August 15, 2006

Application materials are available on the web at www.cor.mt.gov

Special Information: Must be able to respond in the event of an emergency. LAUTENBERG AMENDMENT: **This position authorizes the incumbent to carry a firearm. Any person who has been convicted of a misdemeanor crime of domestic violence cannot lawfully possess a firearm or ammunition (Title 18, U. S. C. , Section 922(g)(91)). Candidate who have been convicted of a misdemeanor crime of domestic violence are not qualified for this position. Candidates under consideration will be required to certify whether they have ever been convicted of such an offense. False or fraudulent information provided by candidates is criminally punishable by fine or imprisonment (Title 18, U. S. C., Section 1001).**

Reasonable Accommodations: Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. An applicant must request an accommodation when needed.

Equal Employment Opportunity Employer: The Department of Corrections does not discriminate on the basis of disability or other legally prohibited basis. And will provide upon request reasonable accommodations to enable an applicant with a disability to apply and interview for a position. Minorities and women are encouraged to apply. The Department of Corrections is a smoke free agency.

Typical Duties:

Transportation

Arranges, schedules and directs all off-site inmate transportation, including but not limited to community based, pre-release, out-of-state transfers, daily shuttle, private, local, state and federal transfers. Provides all necessary information to staff, supervisors, agencies and law enforcement regarding inmate history, medical, separation needs, etc. Provides a trip itinerary to include approximate duration of the trip including pick up and delivery times of inmate passengers to specific agencies and institutions. Manages the transportation office including financial data, reports, forms, tracking system, documents, policies, inmate data, supplies, budget, and maintains confidentiality. Participates in security inspections and shakedowns as needed.

Security Threat Group

Works directly with the STG Coordinator in researching, compiling, interpreting and analyzing confidential and sensitive material; confirms information regarding pending investigations to STG activity; verifies the credibility of evidence submitted; coordinates the gathering of needed intelligence records, probation & parole information, prison intelligence, and other methods. Performs clerical tasks as directed by STG Coordinator.

Emergency Preparedness

Works directly with the Emergency Preparedness Coordinator to gather information, review & revise policy & procedure, assist during and after emergency operations. Maintains up-to-date emergency notification information, disseminates authorized information to MSP Staff and Supervisors. Performs clerical tasks as directed by the Emergency Preparedness Coordinator.

Field Training Program

Works directly with FTO SSgt to maintain training records, coordinate schedules, development training curriculum, prepare information for dissemination, maintain confidential personal information. Performs clerical tasks as directed by the FTO Ssgt.

Qualifications:

Thorough knowledge of office management practices and procedures. Able to operate a personal computer with word processing and data base capabilities and the knowledge and ability to create data bases, forms, spreadsheets and reports via computer. The ability to work under pressure with accuracy is critical as is the ability to prioritize workload and meet court-mandated deadlines. Should have a good memory and an ability to handle stress associated with juggling multiple priorities under extreme deadlines. Ability to deal effectively with administrative detail, complex and confidential information. Maintain effective working relationships with other managers, correctional professionals, employees, other agencies, the public and inmates. Ability to take the initiative to facilitate work and make decisions independently, to act with initiative, good judgment and minimum supervision. Ability to follow written and oral instructions explicitly and perform accurate and thorough work.

Competencies:

INITIATIVE and ACCOUNTABILITY

- Able to follow detailed procedures and ensure accuracy in documentation and data
- Concentrate on routine work details and maintain a system of records.
- The ability to tell when something is wrong or is likely to go wrong, including the ability to solve the identified problem.
- The ability to quickly make sense of, combine and organize information into meaningful patterns.
- Understanding the implication of new information for both current and future problem solving and decision-making.
- Determining how a process should work and how changes in conditions, operations and environment will affect outcomes.
- The ability to effectively manage one's time and to shift back and forth between two or more activities or sources of information.

TEAMWORK

- Able to share due credit with coworkers
- Display enthusiasm and promote friendly group working environment
- Work closely with other departments and public businesses as necessary
- Support group decisions and solicit opinions from co-workers; display team spirit.

COMMUNICATION

- Able to clearly present information through the spoken or written word
- Read and interpret complex information.

Education and Experience: Two years college or vocational training is required. One to two years of job-related work experience and computer experience is required. Two years of relevant experience can be substituted for educational requirement

THE AGENCY MAY CONSIDER A TRAINING ASSIGNMENT

Application and Selection Process: Selection procedures to be used in evaluating applicants' qualifications may include, but are not limited to, an evaluation of the Montana State Application form; a structured interview; a performance test, and an extensive background check. Application materials required are:

1. Completed and Signed State of Montana Employment Application (PD-25, Rev. 12/05).
2. Applicants claiming the **Veteran's or Handicapped Person's Employment Preferences** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or the SRS Certification of Disability form.
3. Authorization to Release Information. This Authorization is required for all positions within the Department of Corrections. ****HIRING AUTHORITY DOES NOT RECEIVE DUE TO REQUEST FOR DATE OF BIRTH****

Applications will be rejected for late, incomplete, or unsigned application materials. Applicants who make willful misrepresentation during the application process will be excluded from further employment consideration for the position or will be removed from appointment. This job posting is an advertisement for the solicitation of applicants for the position. It is not intended to represent a contract between the employer and the applicant selected.

Benefits: State employees working at least half-time are also provided paid health, dental and life insurance. Other benefits for eligible state employees include a credit union, a deferred compensation program, public employees retirement program, 15 working days annual leave per year, 12 days sick leave per year, paid holidays, and up to 15 days military leave with full pay. Earned leave benefits may be used for maternity and parental (birth/adoption) leave and for immediate family illness care.

Immigration Reform and Control Act: In accordance with the Immigration Reform and Control Act, the person selected must produce, within three days of hire, documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D. or a U.S. passport or a green card.

Military Selective Service Act: You will be required to produce documentation showing you have complied with the Federal Military Selective Services Act. Examples of this documentation include a registration card issued by Selective Service or a letter from Selective Service that shows you were not required to register.

**DEPARTMENT OF CORRECTIONS
REFERENCE AND CRIMINAL BACKGROUND CHECK
AUTHORIZATION FORM**

Applicant's Name: _____
(Please print or type)

Previous names (i.e. maiden name, previous married names) _____

Social Security Number: _____

Date of Birth: _____

List states where you have resided: _____

TO WHOM IT MAY CONCERN: As an applicant for a position with the Department of Corrections, I am required to furnish information for use in determining my past work record. I hereby authorize the Department of Corrections to contact any or all of my present or past employers, co-workers, personal references or any other possible work contacts. I release these employers and/or references from any liability which may relate to the information provided to the Department. I also authorize the Department to conduct a Criminal Records Check and Background Check via law enforcement agencies and/or an investigator, and an Abuse, Neglect or Mistreatment Check through the Department of Public Health and Human Services. I understand that the purpose of this record and background check is for employment purposes only.

Have you ever been convicted of a felony or misdemeanor other than a minor traffic violation? _____

If your answer is yes, please provide the date of the conviction and the jurisdiction in which the conviction occurred.

Jurisdiction: _____

Date of Conviction: _____

This authorization shall be valid and effective for one year from the date signed.

Date: _____

Applicant Signature _____